



**SAN DIEGO COUNTY**  
**DEPARTMENT OF ENVIRONMENTAL HEALTH-CUPA**  
**HAZARDOUS MATERIALS DIVISION**  
P.O. Box 129261, San Diego, CA 92112-9261  
1-800-253-9933 (619) 338-2222 Fax (619) 338-2377

## HAZARDOUS MATERIALS BUSINESS PLAN CERTIFICATION

The California Health & Safety Code (H&SC), Division 20, Chapter 6.95, Section 25505 provides for the following:

The San Diego County, Department of Environmental Health, Hazardous Materials Division (HMD), as the administering agency, requires a business that handles hazardous materials to submit the hazardous materials inventory, a list of emergency contacts, and a site plan, **in lieu of a complete Hazardous Materials Business Plan (HMBP)**, only after the initial submittal of a complete HMBP. The business must certify that a complete HMBP has been prepared and is maintained at the site where the hazardous materials are stored. A complete HMBP includes the items to be submitted to the HMD and an Emergency Response Plan and Employee Training Plan, as established in H&SC Section 25504. The business must also annually certify that the HMBP is current and maintained on site. See Back for instructions and further clarification.

### I. IDENTIFICATION

FACILITY ID#	3	7	0	0	0	1							
BUSINESS NAME (Same as FACILITY NAME or DBA - Doing Business As)												3	
BUSINESS SITE ADDRESS												103	
CITY										104	CA	ZIP CODE	105

### II. CERTIFICATION STATEMENT

☐ **CARCINOGEN/REPRODUCTIVE TOXIN ANNUAL RENEWAL WITHOUT CHANGES:** This is an annual renewal to certify that the list of carcinogens and/or reproductive toxins last provided is a current list as specified in the San Diego County Code of Regulatory Ordinances Section 68.1113.

Check only one of the following boxes:

☐ **INITIAL CERTIFICATION:** This is to certify (H&SC Section 25505(e)(1)) that a complete HMBP, which includes the hazardous materials inventory, a list of emergency contacts, a site plan, emergency response plan, and employee training plan, has been prepared and is maintained at the site where the hazardous materials are stored.

☐ **ANNUAL CERTIFICATION WITHOUT CHANGES:** This is an annual certification (H&SC Section 25505(d)&(e)(2)) that the HMBP, which includes the hazardous materials inventory, a list of emergency contacts, a site plan, emergency response plan, and employee training plan, is current and includes all the information required in H&SC Section 25504, and 25509, and is maintained at the site where the hazardous materials are stored.

☐ **CERTIFICATION OF CHANGES/REVISIONS:** This is to certify that the HMBP has been reviewed (H&SC Section 25505(c) & 25510) and all necessary changes/revisions have been made. The HMBP is current and is maintained at the site where the hazardous materials are stored. Attached are changes to the hazardous materials inventory and/or list of emergency contacts. For site map revisions, submit only the pages that have a change or revision and attach to this certification. This submittal satisfies annual certification requirements specified in H&SC Section 25505(d)&(e)(2).

As an Authorized Representative, I certify under the penalty of law, that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete. By checking any of the boxes above I also certify that : a)The information contained in the hazardous materials inventory most recently submitted to the CUPA or Administrative Agency is complete, accurate, and up to date; b) There has been no change in the quantity of hazardous materials reported in the most recently submitted inventory; and c) All hazardous materials subject to inventory requirements are listed on the most recently submitted inventory.

SIGNATURE OF OWNER/OPERATOR OR DESIGNATED REPRESENTATIVE	DATE
NAME OF SIGNER (print)	TITLE OF SIGNER

<b>O F F I C E  U S E</b>	<b>INSTRUCTIONS TO CLERICAL STAFF FOR HMBP ACCEPTANCE</b>	<input type="checkbox"/> <b>Site Map</b> _____/_____/_____ <input type="checkbox"/> <b>*Emergency Contacts</b> _____/_____/_____ <input type="checkbox"/> <b>*Chemical Inventory</b> _____/_____/_____	<b>*Note:</b> Indicate the date that the inventory and/or ER contact information in the KIVA database was reviewed and changes were submitted for processing. If the inventory and ER contact information are exactly the same as it is recorded in KIVA, no changes need to be submitted.
	Hazardous Materials Business Plan acceptance date will be changed to the acceptance date on new site map. A letter will be mailed to business after processing of site map updates.		
	<b>HIRT SITE <input type="checkbox"/> **</b> <b>FIRE DIST. _____</b>	Specialist's Signature: (only required for new plans or for changes to site maps, chemical inventory and/or emergency contacts) _____  REMARKS: _____	

\* \* If HIRT box is checked, follow HIRT policy to indicate on the inventory forms which hazardous materials make this a HIRT site.



## ATTENTION: HAZARDOUS MATERIALS HANDLER

Chapter 6.95 of the California Health & Safety Code (H&SC) establishes minimum standards for Hazardous Materials Business Plans (HMBP). Each business shall prepare a HMBP if that business uses, handles, or stores a hazardous material/waste in quantities greater than or equal to the following:

- 55 gallons of a liquid.
- 500 pounds of a solid substance.
- 200 cubic feet of compressed gas.
- A toxic compressed gas (TLV  $\leq$  10 ppm) in any amount.
- Extremely hazardous substances in quantities equal to or greater than the Threshold Planning Quantities.

A complete HMBP consists of the following elements as established in H&SC Section 25504:

- Hazardous Materials Inventory
- Site Plan
- List of Emergency Contacts
- Emergency Response Plan
- Employee Training Plan

**The San Diego County, Department of Environmental Health, Hazardous Materials Division (HMD), as the administering agency and with the concurrence of all the local fire jurisdictions, requires a business that handles hazardous materials to submit the hazardous materials inventory, a list of emergency contacts, and a site plan, in lieu of a complete HMBP, only after the initial submittal of a complete HMBP.**

The business must certify that a complete HMBP has been prepared and is maintained at the site where the hazardous materials are stored and must also annually certify that the HMBP is current and maintained on site.

Substantial changes as listed below must be submitted to the HMD within 30 days of the change along with a certification that the HMBP is current and maintained on site:

- **A 100% or greater increase or decrease in the quantity of any hazardous material on the inventory**
- **Addition or deletion of a hazardous material to the inventory**
- **Changes in the storage, location, or use of hazardous materials**
- **Any change in business name, ownership, or address**
- **Any change in Emergency Coordinator/Contact information**

## Instructions for Completing the Hazardous Materials Business Plan Certification

Note: The numbering of the instructions follows the data element numbers that are on Statewide reporting forms. These data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C.

1. FACILITY ID NUMBER - Enter the 6 character Permit Number from your Permit. If you do not have a Permit, leave this blank.
3. BUSINESS NAME - Enter the full legal name of the business. This is the same as the terms "Facility Name" or "DBA" – Doing Business As.

103. BUSINESS SITE ADDRESS - Enter the street address where the facility is located. No post office box numbers are allowed.

104. CITY - Enter the city or unincorporated area in which business site is located.

105. ZIP CODE - Enter the zip code of business site. The extra 4-digit zip may also be added.

CARCINOGEN/REPRODUCTIVE TOXIN ANNUAL RENEWAL WITHOUT CHANGES - Any business which is required to submit a HMBP and handles a material which is a carcinogen or reproductive toxin, is required to submit a list of each such material handled during the previous year to the Director of the Department of Environmental Health. The list must include all carcinogens and reproductive toxins handled in quantities less than 55 gallons or 500 pounds. The list of such materials handled shall be renewed each year. Check this box to certify that the information previously submitted is still correct and no changes, additions or deletions are necessary. See [http://www.sdcounty.ca.gov/deh/hmd/forms\\_hmd.html](http://www.sdcounty.ca.gov/deh/hmd/forms_hmd.html) and review HM-9243 (Disclosure of Hazardous Materials Information Bulletin) to find out if you are required to submit this list.

INITIAL CERTIFICATION: Check this box if you are submitting a new HMBP.

ANNUAL CERTIFICATION WITHOUT CHANGES: Check this box if you are submitting an annual certification on an existing plan.

CERTIFICATION OF CHANGES/REVISIONS: Check this box if you are submitting changes to the hazardous materials inventory, list of emergency contacts, or the site plan. All pages should include the new submittal date. For multi-page site maps, include all pages with new submittal date.